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MONTHLY TECHNICAL PROGRESS REPORT

for the period

May 1 – May 31, 2012

**Submitted
to**

**U.S. Environmental Protection Agency
75 Hawthorne Street
San Francisco, CA 94105
Attn: Elaine Chan,
Task Order Assignment Manager**

Under Contract EP-R9-06-03

**Submitted 06/05/2012
by**



GRB Environmental Services, Inc.
Consulting Environmental Engineers and Scientists

Table of Contents

I. TASK ACCOMPLISHMENTS	1
Task 1: Project Management	1
1.1 Manage the Contract.....	1
1.2 Closeout of the Contract	1
Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding.....	2
2.1 Organizing and Indexing	2
2.2 Document Pick-up, Processing, File Management, and Storage	2
2.3 Scanning	3
2.4 SCAP Support and WasteLAN Data Entry	3
2.5 Financial Documentation/Cost Recovery Packaging.....	3
2.6 Recycling and Shredding	3
Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production.....	7
3.1 Reference, Search, and Circulation Service.....	7
3.2 Freedom of Information Act (FOIA)	8
3.3 Photocopy and Redaction Service	8
3.4 CD-ROM Service	8
3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters	8
Task 4: Administrative Records (ARs) and Special Collections Management.....	10
4.1 Administrative Records	10
4.2 Work-Performed Compilations.....	10
4.3 Electronic Media and Microfilm Management.....	10
Task 5: Manage the Day-to-Day Operations of the Superfund Records Center	11
Task 6: Training and Orientation.....	11
Task 7: Online Operations and Internet Support	11
Task 8: Attend Meetings and Teleconferences	12
Task 9: Assist Region 9 with Implementing ECMS	12
II. DIFFICULTIES ENCOUNTERED	12
III. PERSONNEL ACTION	12
IV. SUMMARY OF TECHNICAL DIRECTION	13
V. STATISTICS	14
VI. MAJOR PROJECT NARRATIVE DESCRIPTIONS.....	15

EPA Contract No. EP-R9-06-03
Superfund Records Center Management Services, Region 9

Monthly Report
May 2012

TOAM: Elaine Chan
PM: Anne Bonham

I. TASK ACCOMPLISHMENTS

Task 1: Project Management

1.1 Manage the Contract

The monthly report was submitted to the TOAM on May 4.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment report were all submitted to the TOAM on May 10.

The Records Center Performance Measurements Reports were submitted to the TOAM on May 4.

A report on the status of Region 9 Administrative Records was submitted to Paul VanReed, Region 3 Superfund Records Manager on May 16.

An RMS V and two RMS IIs updated the Scanning Department Procedures Manual on May 15 and submitted it to the TOAM.

Future Activities

Staff will deliver monthly technical and financial reports to the TOAM by the 10th of the month.

Staff will continue to track furniture and equipment for the semi-annual property inventory updates.

Records Center guidance materials will be created or revised as required.

1.2 Closeout of the Contract

An RMS V arranged for removal of leased equipment (photocopiers and flatbed scanners) by end of contract (July 31).

Future Activities

Closeout activities will be performed as described in the Transition Plan and as directed by the TOAM at the end of the performance period.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding

2.1 Organizing and Indexing

Staff indexed 2,386 documents and edited 1,955 index records in the Superfund Document Management System - Centralized (SDMS-C) database.

A Librarian IV eliminated the indexing backlog of the George Air Force Base site this month

The site assessment Librarian IV received 7.9 lft. of new documents, of which 5 lft. were federal facilities documents.

Circulation Department staff shelf-read approximately 375.3 lft. of site files during the month.

Future Activities

Staff will continue to organize and index Superfund files into the SDMS-C database.

2.2 Document Pick-up, Processing, File Management, and Storage

47.4 lft. of documents were picked up from EPA regional offices. 6 Transfer of Records forms were processed.

11.4 lft. of documents were retrieved from the FRC.

Staff performed physical preparation of documents (such as removing bindings, redacting, stamping, photocopying, or preparing for scanning or microfilming) for the following Administrative Records or special collections:

Purity Oil Sales Inc. AR (.41 lft.)

Staff performed quality assurance on .3 lft. of material returned from circulation or from microfilm/copy services.

The Holdings Database was maintained during the month, and the following holdings reports were updated:

Holdings report, updated May 24.

FRC Storage Report, updated May 24.

On-Site Storage Report, updated May 24.

Contracts On-Site Storage Report, May 4, 14, 29.

Staff checked .5 lft. of unindexed San Gabriel Valley documents for possible duplication with documents already in the site file.

Future Activities

Staff will continue to pick up documents from EPA regional offices on a regular twice-weekly schedule.

Staff will continue to maintain the on-site file collections and to recommend inactive files for retirement to the FRC.

Staff will continue to prepare accessions for transfer to the FRC.

2.3 Scanning

Scanning Department staff prepared, scanned, and quality assured 2,174 documents (69,986 pages) during May and forwarded them for retirement to the FRC.

Future Activities

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS-C system and forward them for retirement to the FRC.

2.4 SCAP Support and WasteLAN Data Entry

No activity occurred in this reporting period.

Future Activities

Staff will continue to receive, index and log SCAP accomplishment documents at the direction of the TOAM.

2.5 Financial Documentation/Cost Recovery Packaging

Three Financial Cost Documentation Packages were processed through the Accounting, Program, or Enforcement Final copy for the following sites:

OU	SSID	Site Name
01/03	09BC	OMEGA CHEMICAL CORP
03	09L6	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
01	0997	WESTINGHOUSE ELECTRIC CORP. (SUNNYVALE)

Staff retrieved 15 cost packages/financial documents for EPA staff during May.

Future Activities

Cost packages and cost summaries will continue to be processed as directed by the TOAM.

2.6 Recycling and Shredding

At the request of EPA staff, Records Center staff recycled/shredded 7.9 lft. of documents.

Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

Sites worked on under Task 2 for the month of May, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 2 major efforts generally consist of large-volume indexing & scanning efforts. Sometimes these efforts are the necessary preliminary steps to producing Administrative Records. However, major indexing efforts on a single site can also represent an effort to reduce the backlog for that site.

SSID	OU	SITE NAME
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
0900	00	ABRAMS AIRBORNE MANUFACTURING INC
0900	00	AERO RENTAL, INC.
0916	01	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	03	AEROJET GENERAL CORP (RANCHO CORDOVA)
09DJ	01	AMCO CHEMICAL
09GU	00	ANACONDA COPPER CO (YERINGTON)
09GU	01	ANACONDA COPPER CO (YERINGTON)
09GU	08	ANACONDA COPPER CO (YERINGTON)
09C6	01	APACHE POWDER CO
0900	00	ARATEX SERVICES
0900	00	ARGONAUT MINE
0900	00	ARIZONA AIR NAT GUARD SUPP MAINT SERV
0900	00	ASARCO - ALTA MINE
0900	00	ASARCO - HARDSHELL MINE
09JS	00	ASARCO INC HAYDEN PLT
09JS	01	ASARCO INC HAYDEN PLT
09JW	00	B.F. GOODRICH
09JW	01	B.F. GOODRICH
09JW	02	B.F. GOODRICH
0900	00	BALAKLALA MINE
0900	00	BC CHEM
0900	00	BLACKROCK MINE
09MM	01	BLUE LEDGE MINE
0900	00	BONZI SANITARY LANDFILL
0900	00	BRASWELL DESERT LAUNDROMAT
096A	00	BREA AGRICULTURAL SERVICES #2
0900	00	CALCOT COMPRESS & WAREHOUSE
0900	00	CALIFORNIA CORRECTIONAL INSTITUTE
0900	00	CALIFORNIA TOWEL & LINEN SUPPLY
09R6	00	CARSON RIVER MERCURY SITE
09R6	02	CARSON RIVER MERCURY SITE
093H	00	CASMALIA RESOURCES*
0971	00	CASTLE AIR FORCE BASE
097K	00	CHARLESTON DRUM
0900	00	COLBERG BOAT WORKS
0900	00	COMMERCIAL ELECTROPLATING
09H3	00	CONCORD NAVAL WEAPONS STATION
091N	01	COOPER DRUM
09RR	00	CROWN CITY PLATING
0900	00	CSH ENVIRONMENTAL
0900	00	CYPRUS PIMA MINING CO
09JT	01	CYPRUS TOHONO MINE
09Y1	01	DCE CIRCUITS
09Y1	07	DCE CIRCUITS
0936	03	DEL AMO FACILITY
0933	01	DEL NORTE PESTICIDE STORAGE
0900	00	DIAMOND DRUM STORAGE SITE
0900	00	DUNCAN ENTERPRISES
0900	00	DUVAL CORP ESPERANZA MINE
09P8	00	EDWARDS AIR FORCE BASE
09H6	00	EL TORO MARINE CORPS AIR STATION
09DF	00	ENVIROPUR/PRC
0900	00	FLORIDA AVENUE & SOUTH 46TH STREET
0900	00	FORD AEROSPACE FACILITY

SSID	OU	SITE NAME
0900	00	FORMER MENLO PARK PET HOSPITAL
0900	00	FORMER NORGE/ATHERTON VILLAGE CLEANERS
0900	00	FREMONT LAUNDRY
09FZ	00	FRESNO CHROME PLATING INC
094R	00	FRONTIER FERTILIZER
094R	01	FRONTIER FERTILIZER
093T	00	GEER ROAD LANDFILL - STANISLAUS COUNTY
09Q7	00	GEORGE AIR FORCE BASE
0900	00	GLOBE CLEANERS
09RK	00	GOLDOME
0900	00	GRIFFITH COMPANY
09X6	00	HALACO ENGINEERING CO
0900	00	HARBOR PLASTICS MANUFACTURING COMPANY
09B8	01	HASSAYAMPA LANDFILL
0900	00	HENDERSON LEAD CONTAMINATION SOIL SITE
0900	00	HOLCHEM, INC.
0900	00	HOLIDAY RV & MARINE
0900	00	HUNTINGTON CENTRAL PARK
0900	00	IDAHO MARYLAND MINE
09WJ	00	INDALEX ALUMINUM SOLUTIONS
0920	08	INDIAN BEND WASH NORTH
09G6	03	INDIAN BEND WASH SOUTH
0900	00	INMONT CORP
09MX	00	IRON KING MINE - HUMBOLDT SMELTER
0917	00	IRON MOUNTAIN MINE
0900	00	JAMESTOWN MINE
09F6	01	JASCO CHEMICAL CORP
09WR	00	JERVIS B. WEBB CO.
0900	00	JORGENSEN'S BATTERY SHOP
0900	00	KAUAI AGRICULTURAL RESEARCH CENTER
0900	00	KEKAHA SUGAR CO LTD FORMER WOOD TREATMENT & HERBICIDE MIXING PLANT
09FM	03	KLAU/BUENA VISTA MINE
09TU	00	KLONDYKE TAILINGS
093Y	00	LAVA CAP MINE
093Y	01	LAVA CAP MINE
093Y	02	LAVA CAP MINE
098N	00	LONG BEACH NAVAL STATION
099U	00	LONG BEACH SHIPYARD
0989	00	LORENTZ BARREL & DRUM CO
0900	00	LOUISIANA PACIFIC CORP STANDARD
0900	00	MACGILLIS & GIBBS CO
0900	00	MANZANITA MINE
098P	00	MARE ISLAND NAVAL SHIPYARD
0941	00	MCCLELLAN AIR FORCE BASE
091E	01	MCCORMICK & BAXTER CREOSOTING CO
09TL	00	MCDERMITT MINE
09M6	01	MEW STUDY AREA
0900	00	MISSION UNIFORM SERVICE
0900	00	MODERN PATTERN & FOUNDRY CO INC
0900	00	MODESTO DISPOSAL SERVICES
0900	00	MODESTO STEAM CLEANERS
0926	01	MONTROSE CHEMICAL CORP
0926	03	MONTROSE CHEMICAL CORP
0926	04	MONTROSE CHEMICAL CORP

SSID	OU	SITE NAME
09CA	00	MONTROSE CHEMICAL CORP
0900	00	MORRIS FLYING SERVICE
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	02	MOTOROLA, INC. (52ND STREET PLANT)
09BE	03	MOTOROLA, INC. (52ND STREET PLANT)
0952	00	NEVILLE CHEM CO
09J5	00	NEWMARK GROUNDWATER CONTAMINATION
09J5	01	NEWMARK GROUNDWATER CONTAMINATION
09J5	02	NEWMARK GROUNDWATER CONTAMINATION
09J5	03	NEWMARK GROUNDWATER CONTAMINATION
0900	00	NORGE CLEANING VILLAGE
09BC	00	OMEGA CHEMICAL CORP
09BC	01	OMEGA CHEMICAL CORP
09BC	02	OMEGA CHEMICAL CORP
09BC	03	OMEGA CHEMICAL CORP
0900	00	OMO FABRICARE DRYCLEANERS
0900	00	ONE HOUR MARTINIZING (VISALIA)
097W	00	ONSTOTT DUSTERS INC. -YUBA CITY
0958	00	OPERATING INDUSTRIES, INC., LANDFILL
0958	01	OPERATING INDUSTRIES, INC., LANDFILL*
093P	00	PACIFIC ALUMINUM CORP
0900	00	PARAGON CLEANERS
0900	00	PG&E GAS PLANT BENICIA 104 1
0900	00	PG&E GAS PLANT HANFORD
0919	02	PHOENIX-GOODYEAR AIRPORT AREA
0919	06	PHOENIX-GOODYEAR AIRPORT AREA
09R8	03	PHOENIX-GOODYEAR AIRPORT AREA
0900	00	PUREGRO CO UNIT 144
0921	01	PURITY OIL SALES INC.
0921	02	PURITY OIL SALES INC.
0900	00	R. M. WADE & COMPANY
0900	00	RIVERSIDE CEMENT CO CRESTMORE PLT
0900	00	RIVIERA LAUNDRY & CLEANERS
09L6	03	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	04	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09QB	00	SAN FERNANDO VALLEY (AREA 2, GLENDALE CHROMIUM)
09QB	04	SAN FERNANDO VALLEY (AREA 2, GLENDALE CHROMIUM)
09N2	00	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)*
097B	01	SAN GABRIEL VALLEY (AREAS 1-4)
098V	04	SAN GABRIEL VALLEY (AREAS 1-4)
098V	05	SAN GABRIEL VALLEY (AREAS 1-4)
098V	06	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	00	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	01	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	00	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
09WK	00	SANTA FE MINE #2 - RED MOUNTAIN
09WM	00	SANTA FE SPRINGS DRUMS
0900	00	SANTA YSABEL CREEK GROUNDWATER CONTAMIN.
0900	00	SEAL BEACH NAVAL WEAPONS STA
0900	00	SELECT CLEANERS
094K	00	SELMA ELECTRO PLATING
0944	01	SELMA TREATING CO
0944	02	SELMA TREATING CO

SSID	OU	SITE NAME
0980	00	SHARPE ARMY DEPOT
0900	00	SHELL OIL CO DOMINGUEZ FACIL
09CG	00	SIERRA ARMY DEPOT
0900	00	SIERRA BATTERY SALES
0900	00	SIMPSON PLYWOOD MILL (OLD)
0900	00	SIMPSON'S CLEANERS
0964	01	SOUTH BAY BASIN
09WS	00	SOUTHERN AVENUE INDUSTRIAL AREA
0900	00	SOUTHERN CALIFORNIA GAS CO, DINUBA
0900	00	SOUTHGATE NORGE CLEANERS
093F	00	SOUTHWEST FOREST IND WOOD TREATMENT PLT
0900	00	SPARTAN PLATING
0900	00	STANLEY-BOSTITCH INC
093X	00	STAUFFER CHEM CO DOMINGUEZ PLT
0900	00	STAUFFER CHEM CO ICD
0900	00	STOLLER, INC
0900	00	STRAWBERRY AUTO SERVICE
0900	00	SUNSTAR FACILITY
0981	01	TH AGRICULTURE & NUTRITION
0900	00	THUNDERBOLT WOOD TREATING CO.
09XW	00	TORRES MARTINEZ PESTICIDE SITE
09P3	00	TREASURE ISLAND NAVAL STATION- HUN PT AN
0900	00	TRIPLER ARMY MEDICAL CENTER
09RF	00	TUBA CITY ABANDONED LDFL
091C	02	TUCSON SOURCES
099D	00	TUSTIN MARINE CORPS AIR STATION
0900	00	UNICHEM INTERNATIONAL
0900	00	UNION PACIFIC (SACRAMENTO)
09R3	01	UNITED HECKATHORN CO
0900	00	US POLYMERIC
0900	00	VICTOR INDUSTRIES
0900	00	VISALIA DSPL SITE
09C1	01	WASTE DISPOSAL, INC.
0900	00	WESTERN WOOD TREATING INC
0997	01	WESTINGHOUSE ELECTRIC CORP. (SUNNYVALE)
094A	00	WILBUR - ELLIS (FRESNO)
09Q1	00	WILLIAMS AIR FORCE BASE
09QC	00	YOSEMITE CREEK SEDIMENT

Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production

3.1 Reference, Search, and Circulation Service

Staff processed 60 requests for documents, performed 944 database searches in SDMS-C, and provided 6,539 documents for EPA staff and other requesters.

Twenty-five indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on May 4.

Future Activities

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and to generate site file indices from the SDMS-C database.

3.2 Freedom of Information Act (FOIA)

Staff provided support for 5 FOIA requests totaling 18.25 billable hours.

Future Activities

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and providing information in hard copy or electronic form.

3.3 Photocopy and Redaction Service

Staff photocopied 632 non-FOIA-related pages for EPA staff and other requesters. In addition, staff printed 434 pages from SDMS-C.

At the request of ORC attorney Karen Goldberg, 1 document from the Santa Fe Mine #2 – Red Mountain site file was redacted in preparation for the upcoming AR.

Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

3.4 CD-ROM Service

Staff fulfilled 18 requests for documents on CD-ROMs. 137,243 pages were copied to CDs.

Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

No activity occurred in this reporting period.

Future Activities

Staff will continue to submit RODs, ESDs, and ROD Amendments to EPA Headquarters on a quarterly basis.

Sites worked on under Task 3 for the month of May, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 3 major efforts generally consist of: large-volume CD-ROM publishing or copying efforts; conducting searches and compiling special collections for large reference requests; redacting documents for Administrative Records or other purposes.

SSID	OU	SITE NAME
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
09QP	00	ALL METAL PROCESSING (BURBANK)
0900	00	ARMAL MFG. CO.
09JS	01	ASARCO INC HAYDEN PLT
09JW	00	B.F. GOODRICH
091N	01	COOPER DRUM
0936	01	DEL AMO FACILITY
0936	02	DEL AMO FACILITY
0936	03	DEL AMO FACILITY
09P8	00	EDWARDS AIR FORCE BASE
0900	00	EXLEY EXPRESS
Z900	N/A	GREKA UNASSIGNED
09X6	00	HALACO ENGINEERING CO
0920	08	INDIAN BEND WASH NORTH
09MX	00	IRON KING MINE - HUMBOLDT SMELTER
0917	00	IRON MOUNTAIN MINE
09WR	00	JERVIS B. WEBB CO.
0943	01	KOPPERS CO. INC. (OROVILLE PLANT)
091A	00	LEVIATHAN MINE
0900	00	MAGMA COPPER CO
091E	01	MCCORMICK & BAXTER CREOSOTING CO
09M6	01	MEW STUDY AREA
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09J5	00	NEWMARK GROUNDWATER CONTAMINATION
09J5	01	NEWMARK GROUNDWATER CONTAMINATION
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09BC	01	OMEGA CHEMICAL CORP
09BC	02	OMEGA CHEMICAL CORP
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
0958	03	OPERATING INDUSTRIES, INC., LANDFILL
09R8	03	PHOENIX-GOODYEAR AIRPORT AREA
0921	01	PURITY OIL SALES INC.
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09L6	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	02	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09T5	02	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N2	03	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
098V	04	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	01	SAN GABRIEL VALLEY (AREAS 1-4)
0944	01	SELMA TREATING CO
0900	00	SINCLAIR AMERITONE
09XW	00	TORRES MARTINEZ PESTICIDE SITE
09RF	00	TUBA CITY ABANDONED LDFL

SSID	OU	SITE NAME
09R3	01	UNITED HECKATHORN CO
0900	00	YOSEMITE NATIONAL PARK

Task 4: Administrative Records (ARs) and Special Collections Management

4.1 Administrative Records

No activity occurred in this reporting period.

Future Activities

ARs will be compiled, copied, and sent to repositories at the direction of the TOAM.

Information in the AR Repository database will be updated as necessary.

4.2 Work-Performed Compilations

Three work-performed compilations were created or updated during May for the following sites:

OU	SSID	Site Name
08	0920	INDIAN BEND WASH NORTH
00	09PM	NORTHEAST CHURCHROCK MINE SITE
05	098V	SAN GABRIEL VALLEY (AREAS 1-4)

Future Activities

Staff will continue to compile work-performed compilations as directed by the TOAM.

4.3 Electronic Media and Microfilm Management

Staff produced copies of special collections in the following electronic formats this month:

CD-ROM format: 14 collections

Electronic files attached to E-mails: 89 collections

Future Activities

Staff will produce special collections in electronic formats as directed by the TOAM.

Microfilm will be sent for quality-assurance testing and long-term storage as needed.

Sites worked on under Task 4 for the month of May, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 4 major efforts generally consist of: Project management tasks in support of Administrative Records & production of work-performed compilations.

SSID	OU	SITE NAME
091N	00	COOPER DRUM
09YL	00	GPA SUBSTATION PCB
09WJ	00	INDALEX ALUMINUM SOLUTIONS

SSID	OU	SITE NAME
0920	08	INDIAN BEND WASH NORTH
09WR	00	JERVIS B. WEBB CO.
09TU	00	KLONDYKE TAILINGS
09PM	00	NORTHEAST CHURCHROCK MINE SITE
0921	01	PURITY OIL SALES INC.
098V	05	SAN GABRIEL VALLEY (AREAS 1-4)
09WK	00	SANTA FE MINE #2 - RED MOUNTAIN
09WS	00	SOUTHERN AVENUE INDUSTRIAL AREA
093F	00	SOUTHWEST FOREST IND WOOD TREATMENT PLT

Task 5: Manage the Day-to-Day Operations of the Superfund Records Center

The following staff meetings were held during the month:

- The PM held an all-hands staff meeting on May 24.
- The PM held a Managers/Supervisors meeting on May 31.
- The PM held a Scanning Department meeting on May 15.
- The PM held a Cost Recovery Department meeting on May 10.
- The RMS IV/Assistant Manager held meetings with special projects staff on May 2 and 3.
- The RMS IV/Circulation Department Supervisor held a departmental meeting on May 17.
- The RMS IV/Head Indexer held a departmental meeting on May 2.
- The RMS IV/Computer Support Department Supervisor held a departmental meeting on May 19.

The PM purchased supplies and/or equipment during May as necessary.

Future Activities

The PM and department heads will continue to conduct regular staff meetings.

The PM will continue to manage the day-to-day operations of the Superfund Records Center and to purchase supplies and equipment in a timely manner.

Task 6: Training and Orientation

No training requested in May.

Future Activities

Staff will continue to provide training, orientation, and tours to EPA staff, contractors, and others as directed by the TOAM.

Task 7: Online Operations and Internet Support

An RMS IV/IS III coordinated with Richard Martin to resolve issues with Single Sign-On platform for a couple of staff that have not updated May 15. The problem is ongoing and we will continue to work on it.

An RMS IV/IS III coordinated with Steve Dunn in preparing the new CERCLIS Citrix server with newer versions of MS Access applications May 30. This is an ongoing project that will likely be completed in June.

An RMS IV/Computer Support Supervisor and an IS III/Computer Support Specialist completed monthly Dragon Database Certification May 30.

Staff posted indices, introductions, and lists of acronyms on the Internet for the following ARs:

- Agana Springs PCB Site, GUN000908821, Removal, Ceiling Increase
- Fort Mohave Abandoned Drums, AZN000909321, Removal
- Globe Asbestos Mill, AZN000909341, Removal
- Haystack Navajo Radioactive Structures, NNN000909132, Removal
- Indian Bend Wash Area, AZD980695969, Remedial, North Indian Bend Wash Area, Suppl. #7
- Iron King Mine - Humboldt Smelter, AZ0000309013, Removal
- Omega Chemical Corporation, CAD042245001, Remedial, OU 02 Interim Remedy, Suppl. #2
- San Fernando Valley (Area 2), CAD980894901, Remedial, AOC with Spirito Family Trust for 4057, 4059 Goodwin Ave., Los Angeles, California
- San Fernando Valley (Area 2), CAD980894901, Remedial, PPA with Ralph's Grocery Co., et al. Re 4047 & 4059 Goodwin Ave., Los Angeles, California
- San Fernando Valley (Area 2), CAD980894901, Remedial, PPA with Ralph's Grocery Co., et al. Re 4047 & 4059 Goodwin Ave., Los Angeles, California, Suppl. #1
- Tucson International Airport Area Area, AZD980737530, Remedial, Area A & Area B Groundwater Operable Unit, Suppl #8

Future Activities

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

Task 8: Attend Meetings and Teleconferences

The PM and RMS IV/Assistant Manager attended national Superfund Records Managers/SDMS-C Workgroup teleconference meetings on May 3 and 17.

Future Activities

Staff will attend a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting in June.

Task 9: Assist Region 9 with Implementing the EPA's Enterprise Content Management System, ECMS

No activity occurred in this reporting period.

II. DIFFICULTIES ENCOUNTERED

SEMS/SDMS/JCIA were upgraded to release 3.0 on May 18. In the two weeks following the release, there have been numerous system outages, performance problems and random corruption of records. We have reported all problems to the TOAM and the SEMS Reference Desk.

III. PERSONNEL ACTION

No personnel action was taken in this reporting period.

IV. SUMMARY OF TECHNICAL DIRECTION

Staff received technical direction for 11 new projects via *Express Link* Work Request Forms. In addition, staff received from the TOAM 3 requests for information or support via other means.

V. STATISTICS

New File Footage

New Files Received	Footage	Year to Date
1,931	65.0 lft.	748.2 lft.

Inventories

Records Surveyed	Year to Date
37.3 lft.	607.8 lft.

Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
0 lft.	0 lft.	0 lft.	753.8 lft.

Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
36	2	0	0	8	0	0	14	60

VI. MAJOR PROJECT NARRATIVE DESCRIPTIONS

Below are descriptions of major projects for which we expended 80 person-hours or more during the month.

SSID 093H, OU 00, CASMALIA RESOURCES

One Librarian IV/Records Librarian performed indexing (696 documents, 1.3 linear feet) and two RMS II/Scanning Specialists performed scanning (7,932 pages) in order to reduce the backlog of indexing for this site. Additionally, an RMS III/Document Processing Specialist and IS II/ Box Storage Aide prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 211.7 hours were expended on this effort during the month.

SSID 0958, OU 01, OPERATING INDUSTRIES, INC., LANDFILL

One Librarian IV/Records Librarian performed indexing (96 documents, .56 linear feet) and one RMS II/Scanning Specialist performed scanning (2,925 pages) in order to reduce the backlog of indexing for this site. Additionally, an RMS III/Document Processing Specialist and an IS III/Box Storage Coordinator prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 89.6 hours were expended on this effort during the month.

SSID 094X, OU 05, SAN GABRIEL VALLEY (AREAS 1-4)

One Librarian IV/Records Librarian performed indexing (238 documents, 6.8 linear feet) and two RMS II/Scanning Specialists performed scanning (16,405 pages) in order to reduce the backlog of indexing for this site. Additionally, an RMS III/Document Processing Specialist and an IS III/Box Storage Coordinator prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 89.1 hours were expended on this effort during the month.